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MANUAL

of the

Board of Foreign Missions

and the

Women's Board

of the

United Presbyterian Church
of North America

This is the property of the
Institute of
Social and Religious Research
250 Park Avenue, New York City

ADOPTED BY THE BOARDS
AND
APPROVED BY THE GENERAL ASSEMBLY
1927

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FOREWORD

Soon after its organization, the Board of Foreign Missions prepared a "Manual of Rules and Recommendations for Foreign Missionaries and Candidates of the United Presbyterian Church." Owing to changing conditions, it has been necessary to make revisions of this Manual from time to time. The General Assembly approved such a revision in 1882, and again in 1902. Another revision was approved by the General Assembly, meeting at Boston in 1917. This Manual is designed to provide information and guidance to missionaries and candidates for missionary appointment.

This edition was approved by the Board of Foreign Missions and the Women's Board in order to incorporate such changes as had been authorized by the General Assembly from time to time since the edition of 1917, especially regarding salaries and allowances, terms of service and regulations regarding retirement for missionaries of the Board of Foreign Missions.

INTRODUCTION.

(a) The Board of Foreign Missions of the United Presbyterian Church of North America is appointed by the General Assembly and is amenable to it. It is incorporated.

(b) To it is entrusted by the Assembly, the direction and oversight of the foreign missionary work of the Church, subject to the revision and control of the Assembly. It is its duty to nominate missionaries to the Assembly and to designate their fields of labor. It is responsible for all funds and properties committed to it. It is required to make an annual report to the Assembly, presenting its needs and such plans as it may deem necessary. It is also required to present an abstract of its report to the Annual Meetings of the several Synods.

(c) The Women's General Missionary Society is a corporation of women of the United Presbyterian Church.

(d) It has as its object, cooperation with the Boards of the United Presbyterian Church, subject to the General Assembly.

(e) It holds and administers property in the corporate name of the Society,—The Women's General Missionary Society of the United Presbyterian Church of North America.

(f) The administration of the affairs of the corporation is committed to a Board of Directors which is popularly known as the Women's Board.

(g) The Women's Board selects unmarried women missionaries for the foreign field, designates the country to which they shall be sent and recommends them to the Board of Foreign Missions for nomination to the General Assembly.

(h) It holds responsibility for definite portions of the work in the fields, and exercises control of all funds contributed to such work.

(i) These Boards work together in intimate cooperation and with unity of purpose, for the evangelization of the fields of the

United Presbyterian Church in foreign lands. In this Manual, for the sake of convenience and brevity, the masculine form of pronoun is used for all general references to missionaries. The term, "the Board," is used to designate the Board particularly concerned, either the Board of Foreign Missions or the Women's Board, or both. The term, "the Secretary," or "the Treasurer," is used to designate the officer of the Board particularly concerned either of the Board of Foreign Missions or of the Women's Board.

(j) The Board of Foreign Missions does not have any ecclesiastical authority. Each missionary is subject in ecclesiastical matters to the authority and discipline of the Presbytery or congregation to which he belongs.

(k) It does have responsibility for the conduct of the missionary work in the foreign fields; for the fitness of candidates selected for missionary appointment and for their relation to that work; for the general principles upon which that work is developed; for the maintenance of the purity of doctrine promulgated by its missionaries in the foreign fields; for the wise and economical use of all funds contributed for the support of this work; and for the security of all mission property and funds held in trust for the General Assembly of the United Presbyterian Church.

(l) This manual is prepared for the use of the Boards and their missionaries. It is the general policy of the Boards not to interfere in matters that may properly be regarded as items of internal administration in the Missions in the fields, but they reserve the right at any time to call for modification of any action or policy of a Mission. This Manual is designed to cover the points with which the Boards immediately concern themselves in their relations to the missionaries and the Missions. The Boards, in consultation with the Missions, may suggest changes to the Assembly at any time and in any point that may seem wise to them. Candidates and missionaries are urged to familiarize themselves with the Manual, and carefully to conform to its regulations, in order that confusion and friction may be

avoided. When in doubt, it is well to consult the Manual, and concerning points not covered by it, or not made clear by it, to write for information to the Secretary of the Board.

(m) The Boards recognize this work as a great spiritual undertaking. Their only desire is to discharge with faithfulness and humility the responsibility laid upon them by the Church. They are aware that only in so far as complete harmony is maintained between themselves and the missionaries, and among the missionaries themselves, can the Missions of the Church realize perfectly the will of God. It is with the object of fostering such harmony that this document is prepared. Those who have devoted their lives utterly to the giving of the Gospel of Christ to the world, and who go forth in His spirit of self-sacrifice and service, will not look upon these regulations in the light of irksome laws, but in the light of guides to a harmonious working out of the plan of God through His Church.

I. MISSIONARY CANDIDATES.

1. The Missionary Call.

The call to evangelize the world is a call to every member of the Church of Christ. Manifestly, every member cannot be a foreign missionary, and it is God's plan that certain ones should be set apart for this work. To some, the Spirit of God has spoken directly, manifesting His will for them to undertake the task; to others, the call comes through the appeal of the need of millions of their fellow men for whom Christ died; and to others, the call is simply a command that is given to the Church and which they have no reason not to obey. It is a call to a life of self-sacrifice and humble service. None should attempt this service unless willing to renounce all worldly ambition and service of self, and none should shrink from it if impelled by a desire to obey his Lord and serve his fellow men.

2. Qualifications.

(a) The fields in which the missionaries of the United Presbyterian Church work are all distant from America, and are trying to health and spirits. The preparation of a missionary for his work, during the first years of his service in the field, involves the Church in an expenditure of thousands of dollars. For this reason, every precaution is taken to commission only those persons as missionaries who will probably be able to endure the climate, and who are adapted by temperament and training to the difficult task.

(b) Ordinarily, it is desirable to send to the field only those who are less than thirty years of age, and who have vigorous health.

(c) Because of the difficulty of acquiring the language and the vital importance of the missionary's ability to use it well, he should have at least average natural ability to acquire language.

(d) There are certain temperamental qualifications essential to the success of the missionary. He must be of cheerful, hopeful

disposition, persistent in purpose, sound and strong in judgment, and above all things, imbued with common sense.

(e) Adequate education is a necessary qualification for appointment. In general, for professional missionaries a college education is required, with added professional or technical training. In some departments of the work only those having the highest training can serve acceptably. Lay missionaries and women missionaries should have a college education, or its equivalent, and it is desirable that they have special training in the study and teaching of the English Bible.

(f) Intellectual attainment, without refinement, is not adequate preparation. Missionaries are brought into contact with polite society, European and Eastern, and the ability to respond to such surroundings is an invaluable asset to the missionary. All through his life a missionary must watch with care his attitude toward other members of society, since much of his service is among those who are vulgar and those who are servile, and unless he live near to God and exercise watchful self-discipline, his own habits may become vitiated.

(g) Every missionary should have had some experience in America as a Christian worker. He should have become a soul-winner before going to the field.

(h) One seeking appointment should begin to accustom himself to work in harmony with others, and should never cease to watch the attitude of his life toward his fellow workers. He is a happy missionary, who having strong convictions, yet can bow to the will of the majority and heartily cooperate with them; who can be a leader of men and yet always graciously esteem others better than himself.

(i) Above all others are spiritual qualifications. The missionary must be wholly consecrated to his service to succeed in it. He must have an unfaltering belief in the deity of Jesus Christ, and in the infallibility of the Scriptures of the Old and New Testaments as a rule of faith and practice, together with a personal experience of the power of Christ to save to the uttermost.

3. **Application Forms.**

That they may be fully informed as to the qualifications of those making application for missionary appointment, the Boards have prepared a series of questions regarding health, age, education, etc. The applicant is also requested to write a brief statement of his motives for desiring missionary appointment, his religious history, and other matters of so personal a nature as not to be included in an application form. The form of application may be obtained by writing to the Corresponding Secretary of the Board. It is understood that the forwarding of such application blanks and their consideration by the Board are only steps in determining the fitness of those desiring appointment, and do not place either the Board or the applicant under any obligations.

4. **Medical Examination.**

It is important that candidates be entirely frank in statements regarding health, that the danger of disappointment to themselves and expense to the Church through a failure of health may be avoided. An examination is required by some physician approved by the Board. Forms are furnished for the guidance of the physician in making the examination.

5. **References.**

That the Board may have not only the applicant's own estimate of himself, but also the estimate of others, he is asked to furnish the names of several persons for reference. Among these names should be those of his pastor, his family physician, one or more professors, and one or two others competent to speak of the person's fitness for missionary appointment. The Board may also consult other correspondents who are acquainted with the applicant. All communications from these correspondents will be considered private and confidential.

6. **Ordained Missionaries.**

It is necessary for an ordained missionary to have a preparation at least the equivalent of that which would fit a man for a

pastorate at home, and it is expected that he will have had some experience in personal evangelism besides his training for public presentation of the gospel. A person making application to be sent to the field as an ordained missionary, if not already ordained, will ask the Presbytery under whose care he is studying to arrange for his ordination.

7. Medical Missionaries.

The medical missionary should be a graduate of a recognized medical college, and have all the training and preparation necessary to practice medicine in America. He should be well-equipped to do surgical work and should be thoroughly familiar with the compounding of medicines. He must be prepared to keep abreast of his profession under difficulties, and to determine ever to keep his profession wholly missionary in having as its aim the endeavor to manifest Christ to those whom he serves, and to bring them to a saving knowledge of Him.

8. Educational Missionaries.

(a) It is expected that the educational missionary will have had special training for his particular work. The missionary appointed to do educational work is subject to the rules of the Mission in all particulars. The Board may recommend his appointment to a particular institution, but does not interfere with the power of the Mission to transfer him if it seem desirable.

(b) It is understood that a missionary, sent out at the request of the Mission for any one of these particular departments of the work, will not be wholly transferred to another department without his own consent; and that if he should not consent, the matter shall be referred to the Board.

9. Single Women Missionaries.

Single women desiring appointment should make application through the Foreign Secretary of the Women's Board. Such applicants will be expected to supply information similar to that above stated. The Board of Foreign Missions nominates to the

General Assembly those recommended by the Women's Board and when appointed by the Assembly, single women become regular members of the Mission in the field to which appointed. (See Art. 39.)

10. **Wives of Missionaries.**

The wives of missionaries do not receive appointment as regular missionaries, but are appointed as associate missionaries. This is not because they are less vitally missionary, but for purely administrative reasons. It is expected that they will devote to the learning of the language and to the service of the people among whom they live, as much of their time and strength as is consistent with their obligations to their homes. The wife of one making application for missionary appointment, or one expecting to be the wife of a missionary, must meet the same medical requirements as other missionaries and is asked to give names for reference as to fitness to fill the place of a missionary's wife. It is highly desirable that one expecting to become the wife of a missionary should take advantage of every opportunity to secure preparation for her life in the Mission Field, obtaining as liberal an education as possible and paying particular attention to the study of the Bible, and of domestic economy, and to Christian work. A simple course in nursing, with a view particularly to the care and treatment of children, is invaluable.

11. **Interviews with Board Officers.**

One applying for missionary appointment is expected to meet a Secretary of the Board in personal interview as opportunity may offer, that, in addition to the information furnished through correspondence, there may be the bond of personal acquaintance. The missionary under appointment is expected to attend a special conference before sailing, with the members of the Foreign Board and the Women's Board. This conference is deemed of great importance. Provision is made for the traveling expenses of the missionary under appointment and he is expected to arrange to attend this conference unless excused for special and urgent reasons.

II. MISSIONARIES UNDER APPOINTMENT.

12. Designation to a Field.

In making assignment of a missionary to a field, the preferences of the candidate are always consulted, and unless the interests of the work seem to conflict, the missionary is assigned to the field of his choice. Not infrequently, however, peculiar needs in a particular field, or some peculiar fitness of the applicant for a field other than that of his choice, seems to warrant the Board in assigning the missionary to another field. The assignment is generally made at the time when the appointment is confirmed by the Assembly. The missionary is designated to a field and not to a particular station or work. When appointed to a field, he is subject to the regulations of the Mission in that field.

13. Outfit Allowance

(a) An allowance for the purchase of outfit is made to each newly appointed missionary as follows:

Married man	$500
Single man	$250
Single woman	$150

It is understood that this money is to be used only for the purchase of outfit, and it may be so used by the missionary at his discretion.

(b) It is strongly urged that in the case of married missionaries, at least half of this amount be reserved for the purchase of outfit in the field. In purchasing outfit in America, it is well to do so in consultation with a missionary of experience.

(c) Ordinarily the outfit allowance may be drawn upon after the meeting of the Assembly at which the appointment has been made, and until the close of the financial year after arrival in the field. Any balance not drawn by the end of that year reverts to the treasury of the Board.

14. Journey to the Field.

(a) Arrangements are usually made for missionaries to sail for their fields in the early part of September. Ordinarily reservations are made and steamer tickets purchased by the Secretary of the Board. The Board pays the traveling expenses of the missionary from his home to his station in the field, and vice versa, by a direct route of travel. Any additional expenses incurred by a deviation from such direct route, and any expenses incurred that are not strictly traveling expenses, must be borne by the missionary personally.

(b) Accounts of traveling expenses are entered on a prepared form. These accounts, together with any balance from traveling allowance, should be reported promptly to the Mission Treasurer on arrival in the field or to the Treasurer of the Board by those arriving in America.

(c) The date of arrival at the station in the field, or at the destination in America, should be reported promptly to the Secretary of the Board.

15. Life Insurance.

It is desirable for a missionary to carry life insurance to the extent permitted by his income.

16. Baggage and Freight.

(a) The Board pays customs dues on personal baggage of the missionary. It also pays carriage on baggage and freight as follows:

(b) Thirty cubic feet of baggage is allowed free for each full ticket, and one-half this amount for each half ticket. This is space equal to about two and one-half ordinary trunks, but goods may be packed in trunks or cases. This is more than the usual baggage allowance of the steamship companies, but excess charges to this extent will be paid by the Board. Any amount beyond this allowance will be paid for by the missionary personally. This regulation applies to missionaries going to the field and returning to America.

(c) Each missionary going to the field for the first time or re-

turning home finally will be allowed 120 cubic feet of freight, and each missionary returning to the field will be allowed 80 cubic feet of freight, free of charge, for each full ticket, and one-half this amount for each half ticket. In each case this allowance must be used before the close of the financial year in which the journey is made. Any amount in excess of this shall be paid by the missionary personally. (See Art. 23b.)

(d) Under this arrangement no attempt is made to provide for space for any baggage but that of the missionary. The Board has made provision for the forwarding of parcels by friends to those in the fields, at cost. Such parcels may be sent to the Board's Receiving Agent, not to the Board, care being taken that each parcel is marked clearly in the corner with the name and field of the missionary to whom it is being sent. A statement should also be sent to the Board giving contents of the parcel and value, for the purpose of insurance and clearance of customs. Where such parcels are small, they are packed together in cases and forwarded at as low a rate as possible. An account of the cost of shipment is rendered to the person sending the parcel.

(e) When missionaries are asked to carry parcels for those in the field, unless sure of available space within their free allowance, they should inform those making the request that the Board has made provision for forwarding parcels to friends, at the same time stating frankly that the cost of carrying baggage beyond the prescribed allowance is a matter of personal expense to the missionary. (See Art. 23b.)

17. Passports.

Each missionary should secure a passport at least a month before the date of sailing. Application should be made to the Department of State, Division of Passport Control, Washington, D. C., for instructions for securing a passport. In asking for these instructions, the applicant should state whether he is a native-born or a naturalized citizen. Expenses connected with securing a passport should be charged to travel account. See Travel Guide for details.

III. MISSIONARIES IN SERVICE.

18. Salary.

(a) The salaries of missionaries are not fixed upon the basis of the value of service rendered, but upon the basis of providing a living allowance sufficient, with economy, to secure a comfortable support. A dwelling is provided in addition to the salary. An allowance is made for each child of twenty-one years of age and under. The rate of salary may be altered from time to time by action of the General Assembly, as may seem necessary, but it is understood that in any case where this might seem advisable, due notice shall be given the missionaries before such change in the rate of salary goes into effect.

(b) The scale of salaries at present fixed by the Board and sanctioned by the Assembly is:

Married Man

Egypt	$1900 a year
North Sudan	$1900 a year
South Sudan	$1850 a year
India	$1750 a year
Abyssinia	$1700 a year

Single Man

Egypt	$1200 a year
North Sudan	$1200 a year
South Sudan	$1175 a year
India	$1100 a year
Abyssinia	$1100 a year
Single woman, All fields	$800 a year
Single woman physician, All fields	$950 a year

The salaries of missionaries on the fields shall be paid in the currency of the country in which they are located, on the basis of the following rate of exchange:

For Egypt and the Sudan, 1 pound Egyptian=$5.00
For India .....3 rupees=$1.00
For Abyssinia .....2 Maria Teresa Thalers=$1.00

(c) The salary begins on the arrival of the missionary in his station and ceases on his leaving his station for home, or on termination of his connection with the Board, while furlough salary begins on leaving for home and ceases on arrival at his station. Ordinarily, salaries shall be paid at the end of the month.

(d) On the death of a married man, one-half of his salary shall be continued to his wife for one year from the date of his death, with traveling expenses to America, if returning within that time. In the case of an unmarried missionary, the salary ceases at death.

(e) In the case of a missionary left a widower, having children and keeping house, each case will be considered on its own merits and arranged by the Board.

(f) Missionaries supported entirely or in part by funds supplied from independent sources are subject to the regulations of the Board and of the Mission.

19. Residence.

(a) When a house is owned by the Board, taxes and the cost of all permanent repairs and all alterations that may be approved by the Mission shall be paid by the Board.

(b) If the Board own no house in the station to which a missionary is assigned, a sufficient allowance shall be made for house rent.

20. Life Service.

It is understood that missionary appointment is for life, if the Lord permit. During this service, it is deemed necessary for the missionary to take furloughs from the field at stated intervals to preserve or recuperate his health. The time of furlough also offers occasion for the missionary to keep in touch with the Church at home. While the Board takes every precaution to secure the health and efficiency of the missionary, it is necessary that the missionary shall also take every precaution to maintain himself in the best possible degree of health and

strength, that it may not be necessary for him to be absent from the field excepting at the appointed times of furlough.

21. Furlough.

(a) The necessity for furlough is occasioned by the effect of the climate and the isolation of his field upon the health of the missionary. The frequency and length of the furlough is determined by the necessities created by the particular field in which the missionary works. While generally the missionary is expected to take his furlough at the time indicated, where exigencies of the work seem to demand it, the Board or the Mission may ask a missionary to lengthen his term of service if it be deemed that this can be done without permanent injury to the health of the missionary.

(b) One year before furlough is due, the missionary shall secure the sanction of the Mission for his furlough. Confirmation of this action by the Board in America is necessary before the missionary leave the field.

(c) The term of service in Egypt for missionaries of the Board of Foreign Missions is five winters for the first term of service and seven winters for each succeeding term. For missionaries of the Women's Board, the term of service is six winters for the first term and seven winters for each succeeding term. When proceeding on regular furlough, the missionary shall ordinarily leave Egypt at some time between April 15th and May 15th. When returning to the field, he shall leave America between September 1st and September 15th.

(d) The term of service in India for missionaries of the Board of Foreign Missions is six winters for the first term of service and eight winters for each succeeding term. For missionaries of the Women's Board, the term of service is six winters for the first term and seven winters for each succeeding term. When proceeding on furlough, the missionary shall ordinarily leave India between March 15th and April 15th. When returning to the field, he shall leave America between September 1st and September 15th.

(e) The term of service in the Sudan and Abyssinia for missionaries of both Boards is five winters. When proceeding on furlough, the missionary shall ordinarily leave the field between April 15th and May 15th. When returning to the field he shall leave America between September 1st and September 15th.

(f) Extraordinary times for sailing shall be passed upon in each case by the Mission or the Board.

(g) No missionary shall return to America for any length of time or for any cause without the sanction of the Mission and the Board. This applies to all missionaries and to all occasions, whether the absence be at the expense of the Board or of the individual.

(h) Immediately on arrival in America, the missionary shall write the Secretary of the Board giving the date of arrival and his home address.

(i) When health demands a furlough at other than the regular time, it will be necessary for the missionary to secure a certificate signed by two physicians, setting forth the need for such furlough. The application for special furlough on account of health shall then be presented to the Mission and to the Board. In cases of extreme emergency for reasons of health, on the advice of two physicians and with the sanction of the Mission, a missionary may start for America immediately, but in such cases, notice shall be given to the Board by cable.

22. Place of Furlough.

(a) The missionary is expected to spend the time of his furlough in America. Where the furlough, or a part of it, is to be spent in some other country, this should be by special arrangement with the Board.

(b) The Board pays the traveling expenses to the "home" in America, so it is necessary that some place shall be designated as home. Where the missionary does not have a settled home in America, he should indicate the place where the greatest part of his furlough will be spent, and not necessarily the farthest part of the country to which he may travel.

23. Furlough Traveling Allowance.

(a) The traveling expenses of missionaries on furlough are paid from the field to America, and returning, by the direct and usual route. The missionary is expected to arrange his return from the field on a basis that is the most economical possible, consistent with health and comfort, without luxury.

(b) Where there is any expense incurred through deviation from the usual route of travel, or through delay over the time necessary to make connection with steamers, these expenses shall be borne by the missionary personally. The stipulated amount of baggage and freight may be brought to America at the expense of the Board with customs dues on the same, but all charges for carriage and customs on curios and on heavy articles of furniture shall be borne by the missionary personally. (See Art. 16.)

(c) The missionary shall bring a statement from the Mission Treasurer giving information regarding salary and the amount of funds supplied for traveling expenses. As soon as possible after arriving in America this should be presented to the Treasurer of the Board.

24. Furlough Allowance.

(a) The allowance while at home on furlough shall be:

Married Man	$1800 a year
Single Man	$1100 a year
Single Woman	$ 800 a year
Refit allowance on returning to the field, married man	$200
Refit allowance on returning to the field, single man	$100

(b) The furlough allowance shall begin when the missionary leaves his station for furlough, and shall cease when he arrives in his station on return to the field.

(c) Furlough allowance shall not be paid for more than sixteen months in America in any case, without special action of

the Board. Under special circumstances there may be an extension of the time of furlough.

(d) Allowance for house rent for families in America up to $40 a month is given where a separate establishment is maintained, and application is made for the same.

25. Work While on Furlough.

(a) The missionary is at home primarily to recuperate his health and prepare himself physically, professionally and spiritually for more efficient service in his field. It is expected, however, that he will use every available opportunity that does not interfere with the foregoing object, to arouse the missionary zeal and interest of the Church at home. He is expected to work while at home in harmony with the plans of the Board.

(b) His aim should be to present a broad view of the work of his field, illustrating his presentation with personal experience. He should not make any presentation of objects for special support apart from the general budget, unless he has the sanction of the Mission and Board to do so.

(c) Ordinarily, when traveling expense is incurred, it will be borne by the persons inviting the missionary to speak. When he is requested by the Board to speak at Church courts or other meetings, the Board will become responsible for traveling expenses.

26. Furlough Study.

It is generally desirable that the missionary on furlough devote a part of his time to professional study or Bible courses, or both. In order to help in making this possible, the Board has provided a grant to those taking up courses of study approved by the Board. Missionaries desiring to pursue such study should correspond with the Secretary of the Board, as soon as possible after arriving in America, regarding it.

27. Medical Examination on Furlough.

On arriving in America, every missionary shall have a medi-

cal examination to determine whether or not the state of his health is such as to require special treatment while at home. If such special treatment is necessary, a second certificate will be required before the time of the missionary's return to the field, stating that he has sufficiently recovered to render his return to the field advisable.

28. Extension of Furlough.

Ordinarily furlough salary will be paid for sixteen months in America. At the end of that time the furlough allowance will cease unless for some special reason the furlough has been extended by action of the Board. At the end of eighteen months after arrival in America, connection with the Board will cease unless for some special reason there has been an extension of the time.

29. Vacation on the Field.

Brief vacations are arranged for in the field. These are fixed by regulations of the Mission which have been approved by the Board. Where it is deemed necessary for a missionary to prolong his vacation beyond the time fixed by the regulations of the Mission, it should be done with the sanction of the appropriate committee of the Mission, and notice of the length of extension and its cause reported to the Board.

30. Medical Expenses.

(a) Where there is a medical missionary in the station, he shall undertake the treatment of all missionaries in the station free, and when practicable, shall render his services to any missionary in the field without charge.

(b) He shall leave his station to respond to calls from other stations at his own discretion.

(c) Charges for the treatment of missionaries in Mission hospitals shall be covered by regulations of the Mission.

(d) Ordinarily no medical allowance is made for missionaries in the field or at home on furlough. Under extraordinary

circumstances, such an allowance may be made, each case being considered by the Board on its own merits.

31. Language Study.

(a) The acquisition of the language of the people among whom the missionary is to do his life work is of prime importance. The new missionary is expected to address himself to this task in his first years with all diligence and to allow no other consideration to interfere with it. Courses of study and examinations are fixed by the Mission on the field and approved by the Board. Language teachers are also supplied under Mission regulations. This shall apply, as far as possible, to the wives of missionaries also.

(b) The Board requires from the Mission a report in detail of the progress of each missionary during the time of his language study. Failure to acquire at least a fair use of the language is deemed sufficient cause for the recall of a missionary.

32. Regulations Regarding Honorable Retirement of Missionaries of the Board of Foreign Missions.

At the age of seventy all missionaries shall be freed from obligatory service, automatically withdrawing from active work, and a retiring allowance shall be provided from church sources not to exceed field salary while on the field or furlough allowance if residing in America (in either case without additional provision for residence, rent or other allowances), the future place of residence, whether on the field or in America, being decided in conference between the missionary, the Mission and the Board. In cases where a Mission requests the continuance of a missionary in full service he shall remain on the active list, provided the missionary and Board acquiesce, his status being subject to biennial review by the Mission (a two-thirds vote being required for the approval of his continuance on the active list.) All questions relating to the missionary's future status shall be decided at the Mission Meeting next preceding the date when the retiring age is reached. In exceptional cases

retirement may take place before the age of seventy, the matter being raised by the missionary, the Mission, or the Board, and decided in conference between the three parties.

(a) Date of Retirement.

Retirement at seventy years of age is automatic.

The date of retirement of a married couple is determined by the age of the husband.

(b) Last Furlough and Last Term of Service.

In the case of a missionary who will become eligible to honorable retirement within three years after the expiration of furlough the judgment of the Mission concerned shall be expressed either before the missionary leaves the field or at the first annual meeting thereafter as to whether in its judgment such missionary is physically and otherwise able to render acceptable active service for a period of three years from the expiration of the furlough, and if the judgment is favorable the missionary may be authorized by the Board to return to the field with the understanding that at the expiration of the three-year period he will be eligible to be placed upon the honorably retired list in the usual way.

In the case of a missionary on furlough who is within a few years of honorable retirement, but whose return to the field is not deemed advisable by the Mission or the Board, or both, the Board shall determine the appropriate action which should be taken in view of all the circumstances.

(c) Continuance in Active Service.

A Mission may, by a two-thirds vote, request the continuance in full, active service of a missionary eligible for honorable retirement, such vote to be renewed every two years. A missionary thus remaining in active service by Mission vote and Board approval continues a regular missionary under full appointment (is not "Honorably Retired") and is entitled to rent and other allowances and has the accustomed privileges and responsibilities of an active missionary.

(d) Status; Place of Residence; Rent.

A missionary, with the approval of the Mission and of the

Board, may reside either on the field or in the homeland as "Honorably Retired" without active membership or vote in the Mission or Station. The Mission is free, if it wishes, to make a retired missionary residing on the field a Corresponding Member of the Mission.

Honorably retired missionaries may reside in Mission residences not required for members of the Mission in full active service, and in such cases no rent is to be charged for such part of the first year of retirement as may elapse before the season when the members of that Mission customarily leave for furlough; but thereafter the retired missionary shall pay rent at an amount approximating the ordinary rental value of the residence, the proceeds of such rental to be reported to the Board in the annual mission estimates.

A missionary who has remained on the field after retirement may elect to return to the homeland at any time. (For Travel Expense see below.)

(e) Financial Allowances.

When a retired missionary dies leaving a widow one-half of the retiring allowance shall be continued to the widow.

Children's allowance cannot ordinarily be continued to the children of honorably retired missionaries.

The Board will, at any time desired, pay the travel once home from the field of an Honorably Retired Missionary, if placed by the Mission in the estimates of the year, and will not pay return travel to the field.

The freight allowance of an Honorably Retired Missionary returning home from the field shall be the freight allowance of a new missionary.

Whether residing on the field or in the homeland an Honorably Retired Missionary is not entitled to rent or other allowance except as explicitly stated in these regulations or in specific Board action.

(f) Relation to Former Mission and to Home Supporters.

In the case of retired missionaries involving the Board's

financial responsibility the Board shall advise supporters that it will provide for such retired missionaries from an allotment within the regular appropriations of the Board, and that if the supporters desire to contribute to this allotment such gifts will be welcomed; but the Board recognizes that many churches, especially their younger members, may naturally wish to apply their Foreign Mission gifts to the support of missionaries in active service.

Financial provision for the carrying out of the above changes has been made in the estimates.

33. Resignation of Missionaries.

In case a missionary retire from the work with the sanction of the Board, his traveling expenses shall be paid from the field to his home. If there be special emergency connected with his retirement, the Board may make a special grant to care for such, but on arrival at home, it is expected that he will cease to be a charge on the funds of the Board by making arrangements for his own support by application to the Board of Ministerial Relief.

34. Recall of Missionaries.

(a) The Board, after consulting the Mission, may recall a missionary from the field or revoke his appointment. Such action shall be reported to the General Assembly and shall be subject to its review.

(b) At any time when it may appear to the Mission in the field that a missionary's usefulness has been seriously impaired, it is the duty of the Mission, after making thorough investigation, to report the matter to the Board with recommendations. At the annual meeting the Locating Committee of the Mission, after conferring with the Language Committee, shall make a report to the Board on each missionary proceeding on furlough for the first time. It shall report on specific questions in the printed form prepared by the Boards, and shall add any information that might help the Board to arrive at a conclusion as to

the fitness of the missionary to be returned for service after furlough.

35. Children of Missionaries.

(a) In addition to the salaries of missionaries, an allowance is made for their children. This allowance ceases on the termination of connection of a missionary with the Board, but is continued to children of missionaries who have died in the service, as long as it may be deemed necessary for the support of such children within the usual time limits of the allowance. This allowance is not granted for adopted children in any case.

(b) The rate of the allowance is as follows:

From birth to 11th birthday, ... $100 a year
*From 11th to 22nd birthday, ... $250 a year

This allowance continues to the children of all missionaries under appointment whether in the field or on furlough.

(c) The Board defrays the usual traveling expenses of children to and from America, provided the number of single trips (not round trips) for which the Board is responsible shall not exceed five for any child.

(d) While the Board will render every aid possible to children separated from their parents by absence of the latter in the field, it does not assume any responsibility for them. Parents are asked to keep the Board informed of names and addresses of children in America and of persons in whose charge they are.

36. Outside Work and Remuneration.

The missionary's commission from the Assembly supposes that all the time and strength of the missionary will be used in the work to which he has devoted his life. It is understood that he will not undertake any work not directly connected with the Board and the Mission without the express sanction of the Board and the Mission. Any remuneration received for such work shall be reported and paid into the treasury of the Board unless otherwise arranged for any particular item of work.

* If in school or not competent to earn a living.

IV. THE NATIVE CHURCH.

37. The Necessity of Fostering the Church.

(a) It is distinctly understood that the supreme task of foreign missions in any land is the establishing of an indigenous Church. It is not desirable that the Mission shall become that Church, nor usurp any of the rights or responsibilities of that Church, but that it shall in every way jealously guard such rights and responsibilities. As long as the presence of a foreign missionary society is necessary in a land, it has a function of its own to perform, and that function is the preparation of a Church to occupy that land. When the missionary association has ceased to be necessary, it should pass on to other lands where the Church has not yet been planted.

(b) To the end that the Church may become self-functioning, it is necessary that its leaders be trained from its very inception to a sense of their responsibilities and privileges. They must be taught to conduct its courts and administer its contributions, sharing alike the disappointments of failure and the joys of success. They must ever realize that the missionary association is a transient body designed to serve its day and pass to other fields, while their Church is destined to be the abiding force in the land. Indigenous leaders will find abundant scope for the exercise of all their powers within the Church, and should not be burdened with membership in the Mission nor the administration of its funds, excepting in so far as they may be made consultative members of Boards or Committees. It is believed that the surest way to make the passing of the missionary association easy and natural when its work has been accomplished is to keep its membership foreign and its functions wholly unecclesiastical.

38. The Church's Ecclesiastical Independence.

(a) From its beginning, a congregation, presbytery or synod has complete ecclesiastical independence of the Mission and has all the rights and powers of a like body in the United Presby-

terian Church in America. It is often difficult for a missionary, with all the advantages he possesses of knowledge, experience, and the Mission institutions behind him, to take the place of a leader in the Church without taking the place of a ruler. It is extremely necessary that the missionary, without in any degree suppressing his personality or making any personal concessions to what he knows to be unwisdom, or toning down his own moral standards, shall be willing to recognize the foundation principle of presbyterianism and be willing to submit to the will of the majority, allowing the Church to learn through failure, if necessary, while acting contrary to his experience and better judgment.

(b) The Mission should carefully refer all ecclesiastical questions, and matters directly touching the policy and government of the Church, to the proper Church court.

V. THE MISSION.

39. Its Definition.

The Mission is composed of all missionaries in the field under appointment of the General Assembly. No missionary shall have the right to vote until he has resided one year in the field and fulfilled the conditions laid down by the Mission which entitle him to vote, unless for special reasons the Mission may otherwise provide in any case. Wives of missionaries are associate members of the Mission, and have part in its deliberations and may be appointed to definite work by the Mission. They cannot demand that the Mission give them any appointment to work. If the wife of a missionary be appointed to a definite work by the Mission, she shall have the right to vote in the Mission during such appointment.

40. The Powers of the Mission.

(a) The Mission shall supervise all the work within its bounds. It shall decide general policies and methods of conducting the work and shall pass upon all expenditures. It shall assign to

particular stations and work the missionaries under appointment, and shall transfer missionaries when the interests of the work demand such change. It shall control all Mission institutions within its bounds.

(b) While every missionary is subject to the action of the Mission, it is the right of every missionary to be heard in any matter concerning his assignment to work or conduct of the work, and to appeal to the Board in cases of serious difference.

(c) The Mission shall not change the policy of conducting any department of Mission work or of any institution, nor open nor close a main station, without the knowledge and consent of the Board.

41. Mission Meetings.

(a) Each Mission shall meet at least once a year and be governed by the usual rules of our Church judicatories so far as they are applicable. Minutes of all the proceedings shall be kept. A majority of the members of the Mission shall decide each question, but a minority shall have the right to appeal to the Board. In all cases involving the expenditure of funds, or the location or transfer of missionaries, a two-thirds vote of the Mission shall be required for decision.

(b) After each Mission meeting, the Corresponding Secretary or General Secretary of the Mission shall make a separate list of such items of business of the Mission meeting as may require action of the Boards, and transmit them as promptly as possible to the Board interested.

42. Records of the Meetings.

A certified copy of the Minutes shall be sent to the Boards as soon as possible after the meeting of the Mission, together with the copies of documents that may be necessary to make clear any action of the Mission. The Corresponding Secretary or General Secretary shall write a letter accompanying the Minutes, with explanation of each point that might be difficult for the Board to understand clearly without having heard the discussion preceding the action.

43. Constitution and By-Laws.

The Mission shall adopt for its own regulation and guidance a constitution and by-laws that have been approved by the Boards.

44. Right of Appeal to the Board.

Should any missionary feel that action has been taken that will be of serious injury to the work, or that he himself has been aggrieved, he shall have a right to appeal to the Board under conditions laid down in the regulations of the Mission.

45. Estimates.

(a) The Mission shall make a careful estimate of all its expenses from the beginning to the end of its next financial year. Estimates are made and sanctioned for only one year. Each station shall make out the estimate for its own work separately, and present it in detail for the revision of the Mission. The estimates of each station or institution shall be fixed finally by the whole Mission.

(b) The estimates shall be prepared according to the classification arranged by the Board, and shall be made out on the form of estimate sheet prepared by the Board. The classification is as follows:

Class I. Field salaries and allowances.
Class II. Home salaries and allowances.
Class IX. New missionaries.
(Classes I., II. and IX. are often referred to as salary classes.)
Class III. Property.
Class IV. Evangelistic.
Class V. Educational.
Class VI. Medical.
Class VII. Station—Travel to Mission and committee meetings, postage, clerical expenses, etc.
Class VIII. New buildings.
(Classes III. to VIII. are often referred to as field classes.)

(c) All estimates shall be made in the currency of the country for which work is estimated, excepting in the case of missionaries' salaries and allowances, children's allowances and estimates to be expended in America, which shall be in American currency.

(d) Care shall be taken to indicate why advances are being estimated for in any class, and how such advances are to be applied in the work. The order of the urgency of any new work estimated for should also be stated.

(e) When work is partly supported by funds raised on the field, this should be carefully indicated in the estimate forms. If, for any cause beyond the control of the Mission, the amount estimated to be raised on the field should fall below the estimate, the Board shall provide this amount, if possible. If actual receipts should exceed estimated receipts, the balance shall be placed to the credit of the Board. If this increase in receipts represents some enlargement in the work, such as fees or government grant, as much of it as may be necessary shall be applied on the work, with the understanding that it does not obligate the Board to an increased grant for the work in the succeeding year.

(f) The Mission Treasurer shall write a letter accompanying the estimates, in which are set forth the reasons for increase or decrease in the estimates.

(g) At its annual meeting the Mission, when requested by the Boards, shall vote on the question of whether it considers it more urgent to have advance in estimates in the form of additional missionaries, or money to be applied in the classes to be spent on the field. In considering this question, it shall vote on the advance in blocks of three thousand dollars each, indicating whether the first block shall be asked for in men or money, and in like manner each succeeding block.

(h) Duplicate copies of estimates for the work of the Board of Foreign Missions and of the Women's Board shall be sent to both Boards, that, when considering their estimates, each may have the estimates for the whole work before it.

46. **Transfer of Funds on the Field.**

(a) In any adjustment of the budget for the year, the Mission cannot exceed the amount of the appropriation allowed. If in any year the expenditure exceed the appropriation, the deficit shall be carried forward as a charge against the appropriation of the succeeding year. If in any year there be a balance of the appropriation unexpended, this balance shall revert to the treasury of the Board and the amount actually transmitted by the Treasurer of the Board on the next year's appropriation shall be reduced by that amount.

(b) Certain classes of the budget may not be reduced by the Mission and will not be reduced by the Board excepting in emergency. These are the classes providing for missionaries' salaries and allowances in the field, missionaries' salaries and allowances on furlough, and the maintenance of property, or Classes I, II, and III, as defined in rules for preparing estimates.

(c) There are certain classes of the budget from which and into which the Mission may not transfer funds. These are the foregoing irreducible Classes—I, II, and III, and also the class that provides for advance work, or Class VIII.

(d) The Mission has authority to transfer funds according to its own regulations within the remaining classes, or from one of them to another, that is, within the classes providing for evangelistic work, educational work, medical work and administrative expenses in the field. If the Mission deem it necessary in the interest of the work, it may reduce one of these classes to augment another. Such adjustment must be made within the current financial year, and be subject to the final approval of the Board.

(e) Funds cannot be transferred within a class, or to another class, to be expended upon work that has not been definitely estimated for in the budget of the current year, without sanction of the Board in each case.

(f) In any redistribution of the appropriation, no station may be assigned a less amount than it expended from the appropria-

tion in the preceding year, without a distinct vote on each case individually.

(g) The Mission has not power to transfer funds of one Board to the work of the other Board.

(h) In effecting transfers and reductions, the Mission is expected to take into consideration the special support of objects by individuals and organizations, and not to disturb such support without the consent of the contributors, at least until the matter has been adjusted with the contributors by the Board.

47. Special Appeals.

(a) If it were possible to have all funds come into the General Treasury of the Board and be transmitted to the work included in the estimates and provided for by the budget, as far as ease of handling funds and conducting the work is concerned, the conditions would be ideal. There are conditions, however, which make it necessary to allow for designated gifts to special objects. To care for such cases, the Board has established a system for the handling of special gifts. In this system every care is taken to spare the missionaries the burden of correspondence and to safeguard against the lapse of the special gift through the loss of the interest of the giver. Missionaries are asked, wherever possible, to have special gifts transmitted to the fields through this department of the Board.

(b) Special gifts, whether received through the Board or independently of it, must, if expended on work that may thereby require continued additional expenses, be sanctioned by the Mission and the Board. Items that have been included in the approved estimates are understood to have the Mission's sanction, whether covered by the budget or not, and may then be sanctioned by the Board.

(c) Appeals for special funds by missionaries shall be made only after the specific sanction of the Mission and the Board has been received. Where such appeals are made, they should be confined to individuals, and not made to congregations or con-

gregational organizations unless by unsolicited invitation of a pastor or session.

(d) Missionaries shall report all special gifts received, and shall have the account for receipt and expenditure of the same audited by the Mission's auditors.

(e) The Mission Treasurer shall report to the Board all special gifts received in the field during the year, whether passing through his hands or reported for audit by individuals.

(f) Great care should be taken to acknowledge the receipt of special gifts and to be faithful in reporting the progress of work that has been assigned for special support. If a missionary cannot undertake the burden of correspondence involved, he should be careful to notify the Board, or to have the gift transferred to the care of some one who will assume the responsibility of correspondence.

48. Extra Appropriation.

After the estimates for the year have been passed upon by the Board, and the budget has been fixed, no further appropriation will be considered unless it be for some emergency. If such emergency arise, it will be necessary to have the estimates approved by the Mission and presented to the Board. The Board will then consider it as an emergency and can attempt to arrange for it only if funds are available beyond the amount of the budget already sanctioned for all the fields.

49. Property.

(a) All Mission property is held in trust for the United Presbyterian Church of North America or the Women's General Missionary Society. No property is to be bought or sold, nor any building erected upon it, nor any property mortgaged or assigned for any debt, without the sanction of the Board.

(b) Title deeds shall be secured for the property, and recorded according to the law of the country in which the Mission is located. Copies of diagrams and copies or translations of title deeds shall be forwarded to the office of the Board.

(c) The original of all deeds shall be in the custody of the Mission Treasurer, who shall provide for their safe keeping and shall assure himself that all Mission property has been duly secured.

(d) Money for the purchase of land and the erection and repair of buildings shall be included in the general estimate for the current year. No land shall be purchased for the Board or the Mission, nor any building erected on Mission land, nor any extensive alterations effected, either with Mission funds or with private funds or gifts, without the sanction of the Mission and the Board.

(e) The report of all Mission property shall be made annually by each station on blanks prepared by the Board, and transmitted through the Mission Treasurer to the office of the Board.

(f) Missionaries shall be personally responsible for any property obligations undertaken without the sanction of the Mission.

50. Stations.

For convenience of administration and reference, the Mission Field shall be divided into stations. A station shall be a central point at which missionaries reside, together with whatever outlying district the Mission may prescribe. The station's members are all missionaries located within such limits. Stations shall be subordinate to the Mission. New stations shall be established only by recommendation of the Mission and sanction of the Board.

51. Corresponding Secretary.

(a) Each Mission shall elect a Corresponding Secretary or General Secretary. It shall be his duty to receive and keep a file of all official correspondence except such as may relate to the estimates and to the receipt and disbursement of funds. He shall be the Board's correspondent in all matters excepting those pertaining to the budget and to property. He shall secure for the Board, and insure the forwarding to the office of the Board,

all reports required by it. He shall perform such other duties as may be assigned to him by the regulations of the Mission.

(b) The Mission may elect the Mission Treasurer its Corresponding Secretary or General Secretary. Where several missionaries are working in the same station, it will be well for them to have such organization as may be provided for by the Mission, with a Station Secretary and Station Treasurer.

52. Report.

(a) Each missionary shall write a concise report of his work for each year and shall supply such statistics as shall be required by the Board and the Mission.

(b) The documents that are published by the Boards for popular information are the Foreign Missions Handbook and the Annual Report of the Women's Board. The historical document of the Mission work is the Triennial Report. It is necessary that the fact be borne in mind that the last named is a historical document and should contain an unbroken history of the work.

(c) While the report is published only triennially, it is necessary that each missionary should write a brief report of his work annually. The report of each missionary shall be subject to the review of the Mission, or its appointed committee, before being submitted for publication.

(d) The Mission shall arrange for compiling and editing the statistics and the Triennial Report. It is desirable that this work be done with care and according to the prescribed form and space. The report is issued under the name of the Board of Foreign Missions, and the Board reserves the right to edit any material prepared for it, if it deem it necessary.

(e) The report and statistics for each year cover the calendar year and should be dated December 31st.

(f) The statistics are submitted according to forms prepared by the Board, and the reports of the Mission are made out according to a uniform plan indicated by the Board.

(g) All statistics and reports shall reach the office of the Board before March 15th.

53. **Correspondence.**

(a) Aside from the formal report, each missionary is expected to write an annual letter to the Board. It is not desired to limit the correspondence with the Board, but rather to insure its regularity. Each missionary is asked to write within the dates indicated to him by the Secretary of the Board, or at least to mail his letter some time before the latest date mentioned. It is desired that in this letter the missionary shall write frankly and intimately concerning his work, its progress, difficulties, needs, etc., etc. It is also hoped that he will be free to write intimately concerning his personal and family life. It is hoped that the missionary will not confine his correspondence with the Board to the annual letter, but will write freely at any time as occasion may require. All letters from the field are treated as confidential in the Board's office and are opened by the Secretary. It is requested, however, that if matters of a peculiarly confidential nature are communicated, such be placed on separate sheets and so marked that they may be fully safeguarded from any publicity.

(b) All accounts are submitted to the Treasurer of the Board, all allowances are drawn from him, and all correspondence regarding these carried on with him. Estimates and financial matters requiring Board action are submitted to the Corresponding Secretary.

(c) The Corresponding Secretary or General Secretary of the Mission shall report, at convenient intervals, concerning protracted illnesses of missionaries and all other items of information that may be of interest to the Board. Care should be taken in reporting births and deaths to report exact names, dates and places.

(d) Missionaries can help the Board much in the presentation of the cause by sending to it any pictures that are illustrative of the country, people or work.

54. **Mission Treasurer.**

(a) The Mission is responsible for receiving and disbursing

all moneys sent to the field. It shall elect a Treasurer according to the provision of its constitution and approved regulations. The Mission Treasurer, by virtue of his office, becomes responsible to the Mission and the Board for the receiving of funds and their disbursement according to the regulations of the Mission and those of the Board. The Treasurer of the Mission shall have custody of all deeds and legal papers. He shall keep the official accounts in books which are the property of the Board, together with vouchers for all disbursements. He shall keep a file of all official correspondence connected with his office.

(b) He shall also note the expenditure of all special funds and all funds collected on the field, such as fees and government grants, insuring their expenditure according to the rules and requirements of the Mission and of the Board governing their expenditure, and accounting for them to the Mission and to the Board.

(c) He shall receive the traveling accounts of missionaries returning to the field, reporting such to the Board.

(d) The Treasurer of the Board will aim to remit regularly, and usually will do so monthly. The Mission Treasurer shall immediately acknowledge receipt of a remittance, and shall negotiate bills of exchange as necessary.

(e) The funds in the custody of the Mission Treasurer shall be kept in banks that have been approved by the Mission.

(f) No funds in the custody of the Treasurer shall be lent under any circumstances, without the sanction of the Board, but the special Mission Funds may be invested by order of the Mission.

(g) No funds shall be advanced for any purpose outside Classes IV-VII without the consent of the Board, however urgent or expedient it may seem to make such advance.

(h) The Treasurer shall not advance to any Station Treasurer an amount in excess of the proportionate part of the year's appropriation for that station to date, unless the Mission shall otherwise order, and he shall not advance, during the year, any

funds beyond the amount of the year's appropriation for that station, without the order of the Mission.

(i) The Treasurer cannot assume any liability on behalf of the Board except by its authorization.

(j) The Mission has general control of all funds remitted to the field, with the understanding that current funds shall be disbursed according to the approved estimates, and the Treasurer is responsible to the Mission and to the Board for the disbursement of all funds according to the regulations of the Mission and the Board.

(k) The accounts of the Mission Treasurer shall be audited by a public accountant. In making this audit, account shall be taken not only of the footing and vouchers presented, but the auditor shall report on whether or not all funds have been expended according to the estimates made by the Mission and approved by the Boards. This audit should include all funds in the custody of the Treasurer and an examination of the cash in bank. The auditor shall certify that the audit has been made according to the regulations of the Mission and the Boards and his signed report shall be forwarded by the Corresponding Secretary or General Secretary to the Boards.

(l) While the report of the Treasurer, in detail, with audit, will be required once each year, the Treasurer of the Board may at any time require a concise statement of the condition of the treasury of the Mission with summary of receipts and disbursements.

(m) The books of the Mission Treasurer must be open for the inspection of any member of the Mission at any reasonable time.

(n) All funds excepting personal funds of missionaries, should be in the custody of the General Treasurer of the Mission. All trust funds, permanent funds and special funds should be segregated, each kept intact and audited and reported annually to the Mission and the Board. All Mission accounts should be audited by a public accountant.

55. Station Treasurers.

(a) The Mission shall appoint Station Treasurers annually and report their names to the Board. In the handling of all funds, the Station Treasurers are responsible to the Mission in accordance with the regulations approved by the Board.

(b) The Station Treasurers shall report regularly to the Mission Treasurer, according to regulations prepared by the Mission and approved by the Board, an account of all moneys passing through their hands. An account of all moneys handled by the Station Treasurers, together with complete vouchers for same, shall be presented to a committee of the Mission for audit annually. The accounts of the Station Treasurers shall be open for inspection to any member of the station at any reasonable time. When in any emergency, he may find it necessary, the Mission Treasurer may require from the Station Treasurer a concise statement of the funds in his hands.

(c) An annual audit of the accounts of all buildings in course of construction shall be made and reported to the Board. This report shall include the amount expended and the cash balance in the hands of the builder, and bills payable.

56. Transmission of Funds.

(a) The Treasurer of the Board is authorized to make payment of moneys for missionaries, but each such payment must be charged against the salary of the missionary as soon as reported by the Mission Treasurer. Such payments may be made by the Treasurer of the Board only on presentation of a draft issued by the Mission Treasurer. Immediate notice of the issue of such draft should be made by the Mission Treasurer to the Treasurer of the Board.

(b) The Treasurer of the Board will transmit money to missionaries either as gifts specially designated to the work, or for private account, but in every case the sum transmitted to the missionary in the field, or by the missionary in the field for payment at home, will be only actual value received, and all cost of exchange shall be borne by the remitting party.

57. Treasurer's Report.

The Mission Treasurer, in addition to the monthly statement to the Treasurer of the Board, shall make an annual report of the funds received and disbursed for the financial year. These accounts shall close with the financial year as fixed by the Board for the Mission. Besides the report of receipts and expenditures of all funds within the appropriation, the report shall record all special funds received and disbursed during the year.

58. Special Gifts.

(a) The Treasurer of the Mission shall report to the Mission and to the Board all special gifts received in the field, whether they pass through his hands or are reported to him by missionaries as having been received directly.

(b) The Mission shall prepare a uniform system of receipt with stub or carbon copy, and in acknowledging the receipt of special gifts made directly, a missionary shall in every case make out such a receipt and send to the donor. The Mission shall require a strict account of receipts, disbursements and balances from every missionary having received a gift for special work during the year, together with vouchers for disbursement and balance.

(c) Missionaries should encourage donors to send special gifts through the Treasurer of the Board, who will remit the amount through the Mission Treasurer to the work or person specified by the donor. Such a process relieves the individual missionary of all responsibility for the first accounting for the money, and also puts the Board in touch with the donor. This does not relieve the one in charge of the work to which money has been assigned of the duty of acknowledging, with expression of appreciation, the gift, and reporting from time to time the progress of the work supported.

(d) Special gifts, whether received through the Treasurer of the Board or directly by the missionary, shall be expended only on such work as has been specifically sanctioned by the Mission.

59. Unexpended Balances.

(a) At the end of the year, all unexpended balances within the appropriation revert to the Board and shall be reported to it, being applied on the appropriation of the new year and reducing the amount to be sent by the Treasurer of the Board for the new year by that amount. The Mission Treasurer may allow the payment of the amount for work actually done during the year and estimated for in the year, even if the amount be actually paid after the close of the year, but funds cannot be carried forward to provide for work estimated for and not actually done.

(b) In the case of grants for buildings or other work that requires special grants, balances shall be carried forward until the work is completed. When the work is completed, the balance shall revert to the treasury of the Board and may not be applied to any other work without the special sanction of the Board.

(c) Balances of special funds shall be carried forward from year to year and reported to the Mission, and cannot be diverted to any other work than that to which designated, without the permission of the donor or the sanction of the Mission.

(d) At the end of the year, the Mission may apply to the Board for sanction to expend balances upon work already undertaken, or to have them added to the appropriation of the ensuing year, but the balances must be kept intact until such sanction may have been granted by the Board.

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